

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 10	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 04-Mar-2015		4. REQUISITION/PURCHASE REQ. NO. M0220915RC00140		5. PROJECT NO.(If applicable)	
6. ISSUED BY CONTRACTING OFFICE MARINE CORPS AIR STATION IWAKUNI PSC 561 BOX 1872 FPO AP 96310-0019		CODE M62613		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. M62613-15-T-0023	
				X		9B. DATED (SEE ITEM 11) 02-Mar-2015	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is; 1.) To answer a question from an organization and share the information with all the prospective offeror. 2.) To change the estimate number of units for each service on page 29. The total number of units remains the same. All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 04-Mar-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The CLIN extended description has changed from [To perform up to 52 weeks as Children's Ministry Director for Marine Corps Air Station, Iwakuni. In accordance with the performance work statement. Estimated assigned unit of service for one year: 240 units. See Performance Work Statement for the details.] to [To perform up to 52 weeks as **Protestant Youth Director** for Marine Corps Air Station, Iwakuni. In accordance with the performance work statement. Estimated assigned unit of service for one year: 240 units. See Performance Work Statement for the details.]

The following have been modified:

PERFORMANCE WORK STATEMENT**PROTESTANT YOUTH PROGRAM DIRECTOR**

OBJECTIVE: To establish and conduct a base wide protestant religious youth ministry program for middle and high school students, that supports specific youth ministry needs and other established programmed services of the Religious Ministries Department, MCASI through programming, developing and implementation of youth activities, and general Religious Education.

**SECTION I
DESCRIPTION OF SERVICES****1. QUALIFICATIONS:**

- a. An undergraduate degree with at least 30 hours in Christian theological/religious studies.
- b. Evidence of children's ministry experience.
- c. Pastoral or chaplain recommendation letter.
- d. At least 21 years of age.
- e. Willing to be or already active in a MCB chapel service.

2. SCOPE OF WORK / CONTRACTOR REQUIREMENTS:

The contractor shall establish, implement and maintain a strategy, and comprehensive plan for a Protestant Youth Ministry Program for the Chapel population located on MCASI. Contractor Personnel shall perform the specific tasks in accordance with this Performance Work Statement.

3. High School Program (Grades 9-12):

- a. Youth Meetings - Organize and direct weekly regular high school youth outreach meetings that integrate mental, physical, social and spiritual development. Contractor to conduct at least 45 Meetings a year.
 - b. Bible Study - Organize and conduct weekly Bible study or small group activities for high school youth that focuses on the study of scripture and involves discussion topics or relational issues that expand on the knowledge of the Bible or spiritual growth.
 - c. Weekend Retreat - Conduct one or more high school youth outreach retreats each year to allow students to experience growth in their faith and in the areas of services or discipleship. The Contractor shall submit a proposal plan to include objectives, location(s), dates, times, budget, sponsor requirements, method of evaluation effectiveness no less than 90 days prior to the event.
 - d. Extended Mission – If available, conduct at least one extended (5-7 days) service mission for high school youth each year to provide youth the opportunity to gather for fun, fellowship and faith sharing. The Contractor shall submit a proposal plan to include objectives, location(s), dates, times, budget, sponsor requirements, method of evaluation effectiveness no less than 90 days prior to the event.
 - e. Special Events – Conduct four special events (two per school semester) to promote group growth, nurture or discipleship with the goal of providing team building, community responsibility and faith sharing. (e.g. community service projects, fund-raising, lock-ins, etc)
 - f. Visitations – Develop supportive relationships with air station/base youth and high school(s) faculty through visitation to High School(s) locations.
 - g. Mentoring – Mentor youth in the areas of spirituality, outreach, Christian growth, morals and values throughout the year, which may include parental interaction.
- 4. Middle School Program (Grades 6-8):**
- a. Youth Meetings - Organize and direct regular middle school youth outreach meetings that integrate mental, physical, social and spiritual development. Contractor to conduct at least 45 Meetings a year.
 - b. Bible Study - Organize and conduct weekly Bible study or small group activities for middle school youth that focuses on the study of scripture and involves discussion topics or relational issues that expand on the knowledge of the Bible or spiritual growth.
 - c. Weekend Retreat - Conduct one or more middle school youth outreach retreats each year to allow students to experience growth in their faith and in the areas of services or discipleship. The Contractor shall submit a proposal plan to include objectives, location(s), dates, times, budget, sponsor requirements, method of evaluation effectiveness no less than 90 days prior to the event.
 - d. Special Events – Conduct four special events (two per school semester) special events to promote group growth, nurture or discipleship with the goal of providing team building, community responsibility and faith sharing. (e.g. community service projects, fund-raising, lock-ins, etc)
 - e. Visitations – Develop supportive relationships with air station/base youth and high school(s) faculty through visitation to Middle School(s) locations.
 - f. Mentoring – Mentor youth in the areas of spirituality, outreach, Christian growth, morals and values throughout the year, which may include parental interaction.
- 5. MINISTRY ACTIVITIES AND REPORTING**
- a. Service Project – Provide a service project for a ministry year calendar, to forecast ministry resources requirements and project ministry activities. The Contractor shall include a plan to conduct and execute youth outreach events emphasizing relationship

building, social interaction, and recreation can be conducted in conjunction with Youth Meetings.

- b. Proposal Plan Records - For all Retreats, Missions, and Special Events: Maintain a record of all proposal plans that outline objectives, locations(s), dates, times, budget, sponsor requirements, method of evaluating effectiveness, number of volunteers utilized and number of persons attending each event. Each record shall also include the permission slips, power of attorney, etc as required for off post events.
- c. After Action Reporting – Provide a written after-action report for all Retreats, Missions and Special Events to include suggested changes, direction, trends, and problem areas. After Action Reports shall be due to the Command Chaplain within two weeks of event completion.
- d. Community Relations - Develop supportive relationships with youth; maintain close liaison with chaplains, the command and schools. Develop supportive relationships with other community agencies of MCIPAC.

6. VOLUNTEER ACTIVITIES

- a. Recruiting - Recruit and train **adult volunteers** to assist in the conduct of the ministry program on a weekly basis. The Contractor shall be responsible for ensuring that volunteers recruited to assist in youth activities is consistent with religious teachings within the chapel. Selection of volunteers will be in accordance with procedures established by the contractor and approved by the Command Chaplain. Volunteers shall be subject to completion of background checks. The contractor shall be provided a quota on the number of volunteers needed to meet ministry program requirements.
- b. Mentoring and Training – Conduct monthly training sessions to mentor and train volunteers in all aspects of youth ministry with the goal of establishing an effective volunteer by teaching skills and confidence in dealing with youth ministry.
- c. Volunteer Roster - Maintain and update a volunteer roster to include name, address, phone number, military affiliation, utilization and role, training and hours volunteered to be accessible by the Command Chaplain.

7. ADMINISTRATION

- a. Forecasting – Based on the Contractors Service Project, forecast ministry resources and budget requirements for projected ministry activities, on a quarterly basis, to include the procurement of supplies, literature and curriculum needed for the program. The Contractor shall be responsible for the submission of necessary paperwork for scheduling of facilities in support of programs and the arrangement of audiovisual equipment as needed.
- b. Monthly Reporting - Submit monthly reports to the Command Chaplain or designee within one (1) week after the months end, outlining and evaluating ministry activities and plans and keeping the chaplain informed of the status of the programs, future scheduling and any problems that may arise. This can suffice for the after action report on normally scheduled activities.
- c. Annual Reporting – Provide an annual review of the youth ministry program to the Command Chaplain during the month of September summarizing the year's activities, youth ministry trends, progress and suggestions for improvement regarding future program direction.
- d. Advertising and Promotion - Draft and coordinate advertising, promotional bulletins announcements, articles, flyers and materials in a timely manner for all youth activities and events for publication and distribution. Publication and distribution can include but are not limited to the air station/base chapel congregations, newspapers, flyers and AFN

television and radio. The use of free advertising will be employed as much as possible. Costs incurred for advertising shall be pre-approved by the Chaplains Office for available funding.

- e. Briefs and Meetings - Maintain communication and cooperation with all personnel and parties involved in the youth ministry program and community. Such activities include conducting and/or attending Parent Meetings, Command Chaplain Staff Meetings/Appointments and Chapel/Parish Councils.

8. SPECIFIC TASKS:

- a. Coordinate, and administer the Religious Education Program under the guidance, design and concurrent approval of the Protestant Chaplain.
- b. Provide a program of spiritual content and structure that allows youth to meet, learn and grow in spiritual and ethical values, character building, social issue awareness, and life-style choices. Provide outreach ministry organization and direction, volunteer development and training, planning meetings, reports, and retreats. Maintain sensitivity and respect for all other faith groups.
- c. Provide a Protestant Youth program for Middle School and High School aged youth that includes, but is not limited to: Fellowship, Religious Education classes, and religious activities for teenagers subject to the coordination and approval of the Chaplain or his/her designee.
- d. Plan annual calendar of religious education classes, functions, to include reserving appropriate chapel facilities. Disseminate information regarding policies, registration, calendars, letters, bulletins and other appropriate notices to the community.
- e. Submit in writing all planning items listed above to the Chaplain or his/her designee for approval no later than the 5th day of the second month after the effective date of the contract. No advertisement of proposed event or activity, either printed or verbal, will be released until approved.
- f. Ensure that all necessary supplies needed for the programs entrusted to the Youth Ministry Director are ordered in a timely manner with or through the Account Manager.
- g. Ensure the written completion and submission of attendance and statistical records required of the Youth Ministry Program to the Chaplain or his/her designee on a weekly basis.
- h. Forward any concerns expressed by parents of those attending the Youth Ministry Programs to the Chaplain or his/her designee.
- i. The contractor shall arrive at least 30 minutes prior to the start of any event to oversee setup, and not depart until after all event clean up has been accomplished.
- j. Ensure all facilities used are properly secured, to include all doors and windows, following the conclusion of all rehearsals when chapel personnel are not present.

- k. These are an estimated number/amount of Services required during the Contract Year. This amount may and will vary month to month according to the needs of the MCAS IWAKUNI Protestant Community and as directed by the MCAS Iwakuni Command Chaplain in response to operational tempo of Active Duty Chaplains and Faith Community Requirements.

Service	Estimated unit per year
Service	50 → 100
VBS	100 → 30
Special Events	15 → 35
Harvest Festival	25 → 25
Administrative	50 → 50
Estimated Total assigned units	240

- l. Become familiar with the basic Navy/Marine Corps instructions which provide guidance for a Command Religious Program, to include but not limited to:
- SECNAVINST 1730.D - Religious Ministry in the Department of the Navy
 - SECNAVINST 1730.8B - Accommodation of Religious Practices
 - MCO 1730.6E- Command Religious Programs in Marine Corps
 - Standard Operating Procedures of the Command Religious Program
- m. Be able to function comfortably in a religiously diverse environment where people of other denominations and religions share the use of military chapels and worship spaces.
- n. Be experienced with computers and software, to include Microsoft Word and e-mail.
- o. Possess a civilian, working e-mail account.
- p. If a U.S. Citizen, be able to obtain SOFA status.
- The Contractor shall be responsible for ensuring personnel performing under this contract obtain the necessary exit/entry visa permits to perform work in the Country of Japan. Upon request, the Contractor shall provide proof of status by presenting visa documents.
 - Contractor Personnel who are U.S. citizens may apply for Status of Forces Agreement (SOFA) status as necessary for the execution of this contract. The determination of SOFA Status is processed by the Office of the Staff Judge Advocate, Marine Corps Base, Camp Smedley D. Butler to COMUSJAPAN. The Contractor shall be responsible for submitting necessary paperwork to the Office of the Staff Judge Advocate for determination of designation of SOFA status. Privileges are further limited to the following:
 - Entry into and exit from Japan as "exempt personnel."

- Exemption from certain taxes, customs restrictions and immigration regulations.
- Government furnished SOFA-status ID pass/badge and car pass for the incumbent.
- Purchasing privileges that authorize purchases at the Defense Commissary Agency (DECA) facilities
- Use of Army and Air Force Exchange Service (AAFES) facilities and concessions. This includes purchase of petroleum and oil products.
- Use of Morale, Welfare Recreational facilities. This includes "Officer's Open Mess" (club) membership, MCB Butler, as determined by each respective club, including access to all recreational activities (gyms, golf course, pools, etc.).
- Military Postal Service support on a space available basis.
- Use of Military Banking Facilities.
- Contractor use of Government vehicles from a scheduled pool of vehicles, for official use during working hours, limited to meeting the requirements of use and the availability of vehicles. The contractor is responsible for providing transportation to and from work.
- Contractor ability to obtain a privately owned vehicle (POV) operator's license, termed "SOFA license" and registration of a POV.
- Routine medical and dental care to be provided on a reimbursable basis. Additionally, employees other than U.S. citizens are entitled to emergency medical treatment at medical facilities for injuries incurred while performing their duties under contract.
- Utilization of casualty assistance (mortuary services) on a reimbursable basis.
- DODEA Elementary and Secondary Education Facilities on a space available, tuition-reimbursable basis.
- A breach of regulations and directives outlined in paragraph 4.5.5.2 and/or withdrawal of any or all of these privileges by the Office of the Staff Judge Advocate for reasons cited, will not affect nor constitute grounds for delay in or nonperformance of any portion of any contract, nor will such action form the basis for any claim against the U.S. Government, based upon the contract or any portion thereof.

- III. Contractor employees will be subject to all U.S. Forces regulations and directives pertaining to civilian component personnel within the country.
- IV. Maintain a professional attitude and present a neat personal appearance at all times.
- V. Properly handle all Government supplied materials in accordance with the direction provided by the Command Chaplain and Coordinating Chaplains. Additionally, the Contractor shall be responsible for the safety and upkeep of all Government property provided to him under this contract.

9. SUPPLIES/MATERIALS

- a. The Government will provide all necessary supplies and materials to the Contractor. Nevertheless, the Contractor may submit requests for service-related material that he

feels will enhance the service. Such requests will be submitted to the appropriate chaplain/Contracting Officer Representative, who will be solely responsible for approving/disapproving them. All requests are subject to availability of Government funds and thus may be disapproved. Failure on the part of the Government to approve any such request does not relieve the Contractor from performing his duties under this contract.

- b. Reimbursement cannot be made for any items purchased personally by the Contractor, even if related to the performance of his duties.
- c. Items purchased with Government funds at the request of the Contractor remain the property of the Government.

10. PERIOD OF PERFORMANCE

- a. Basic Year Contract: 01 Apr 15 to 31 Mar 16
- b. Option Year One: 01 Apr 16 to 31 Mar 17
- c. Option Year Two: 01 Apr 17 to 31 Mar 18
- d. Option Year Three: 01 Apr 18 to 31 Mar 19
- e. Option Year Four: 01 Apr 19 to 31 Mar 20

11. LEAVE AND TEMPORARY ABSENCE

- a. The Contractor shall notify the Command Chaplain or Camp Coordinating Chaplain at least ten (10) working days in advance for all planned absences. In the event of illness/emergency leave, the Contractor shall inform the Command Chaplain or Camp Coordinating Chaplain as soon as the situation becomes known.

12. PAYMENT

- a. The Contractor shall submit an invoice on the first (1st) Monday of the next month following end of the month in which the services were rendered. If this day is a Federal holiday, the invoice will be submitted on Tuesday.
- b. It is the Contractor's responsibility to ensure that all invoices are submitted in a timely manner.

13. SECURITY REQUIREMENTS

- a. **Background Checks:** Federally mandated background checks will be performed in accordance with Public Law 101-647, Section 231 (Crime Control Act of 1990) and Department of Defense Instruction 1402.5 (dtd 19 Jun 93), Criminal History Background Checks on all individuals working with this contract. The Contractor shall initiate all required forms and necessary information for the background check. These forms shall be submitted by the Contractor to the required sources for completion. Background checks must be completed prior to personnel performing assigned duties under this contract.

- b. The Contractor is responsible for obtaining a National Agency Check plus Written Inquires and Credit Check (NACI) or equivalent for all individuals performing under this contract. This background check will require the completion of the SF-85 or SF-85P forms. The Contractor is responsible for all costs associated with these background checks. The Contractor shall ensure that these background checks are completed prior to personnel performing assigned duties under this contract.
- c. It is recommended that you use the Office of Personnel Management (OPM) in Boyers, PA to process the background checks. Also, use JPAS so that your background checks can be verified upon completion.
- d. Identification and Base Passes. The Contractor shall obtain identification cards and base passes. Application shall be coordinated through the Contracting Officer or designated representative. At the time of application, Security Forces may conduct a background check on the Contractor. Upon termination of employment, the Contractor shall return identification cards and base passes to Security Forces within 24 hours.
- e. The Contractor may make use of such worship and work spaces as are needed in the conduct of hi/hers ministry. Ordinarily, such use should be scheduled in advance and exclude hours of the day and night when he/she would be alone in a building.
- f. The Contractor shall establish and implement a method of ensuring that all keys issued to the Contractor by the Government are not lost or misplaced and that they are not used by or loaned to any other person. The Contractor shall report immediately the loss of any keys. The Contractor shall not duplicate any keys.
- g. The Government may, at its option, require the Contractor to replace lost keys or to reimburse the Government for the re-keying or replacement of locks as a result of keys having been lost by the Contractor. In the event that a master key is lost or duplicated, the Contractor shall be responsible for the total cost of replacing all locks and keys for that system.

CONTRACT ADMINISTRATION DATA

CONTRACT ADMINISTRATION OFFICE.

- a. All contract administration functions will be retained by the Contracting Office, MCAS, Iwakuni, Japan.
- b. All inquiries and correspondence concerning the administration of the contract shall be addressed to:

CONTRACTING OFFICE
MARINE CORPS AIR STATION
PSC 561 BOX 1872
FPO AP 96310-0019 JAPAN

CONTRACT ADMINISTRATOR: TAKAYUKI TAKEDA

Telephone Number: 0827-79-6142

Facsimile Number: 0827-79-4594

NOTE: COLLECT CALLS WILL NOT BE ACCEPTED.

CONCILIATION

Any disagreement arising under this contract which is not resolved by the parties to this contract may be submitted to the U.S. Japan Joint Committee for Conciliation in accordance with paragraph 10, Article XVIII, of the Status of Forces agreement under Article VI, of the Treaty of Mutual Cooperation and security between Japan and the United States of America.

Recourse to the Joint Committee for Conciliation for resolving disputes is available in addition to the procedures set forth in the Contract Disputes Act of 1978 and the Disputes Clause of this contract, 52.233-1. A request for conciliation by the Joint Committee, however, shall not toll the time periods allowed under the Contract Disputes Act for appealing a counteracting officer's final decision to either the Armed Services Board of Contract Appeals or U.S. Court of Federal Claims.

Upon filing a request for conciliation with the joint Committee, the Contractor shall immediately notify the Contacting Officer in writing of the request.

(End of Summary of Changes)